



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position:	Administrative Analyst
Requisition:	15-014
Department:	Parks and Recreation
Position #:	0004-003
Opening Date:	April 27, 2015
Closing Date:	May 11, 2015
FLSA Status:	Non-Exempt
Salary:	\$20.23 per hour - \$25.29 per hour

GENERAL DESCRIPTION:

This is administrative work in performing various administrative activities in the Parks and Recreation Department. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and administration of personnel/payroll activities. The incumbent exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Assists in planning and preparing divisional or project budgets; ensures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports.

Prepare, review, correct, record and process invoices and billings for equipment or services. Checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies.

Generate files and reconcile computer reports on related administrative activities. Scans, converts, and saves applicable documents to centralized server.

Coordinates the maintenance of various department accounting records; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected.

Prepare review, correct, record and process departmental personnel actions; act as the liaison with the Finance and Human Resources Department to resolve pay discrepancies, personnel actions, and related matters. Ensures the timely distribution of all paychecks.

Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions.

Research and assist in the preparation of grant proposals and applications.

Performs related work as required.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles of general management and their application to governmental administration.

Considerable knowledge of applicable laws, ordinances, and department rules and regulations.

Knowledge of procedures for operating various office equipment, including personal computers.

Knowledge of standard formats used for a variety of letters, memos, and related documents.

Knowledge of general office procedures, practices, and equipment.

Knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow.

Ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Ability to utilize a wide variety of reference data and information.

Ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

Ability to apply principles of rational systems.

Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.

Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Skill in the use of personal computer with keyboard, including the use of software packages to include Microsoft Word, Excel, PowerPoint, Outlook, EDEN, Internet and public databases; typewriter; calculator, motor vehicle, copier; facsimile machine, and telephone.

Education & Experience Requirements:

High school diploma or GED; supplemented by college level coursework with emphasis in Business Administration, Public Administration, Criminal Justice, or closely related field; Associate's or Bachelor's degree preferred; supplemented by one (1) year previous experience in administrative support functions related to the governmental budgeting, payroll/personnel administration and/or purchasing. Must possess and maintain, throughout employment, a valid Florida driver license. Applicants qualifying for employment will be subject to an extensive background screening.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit and talk

or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas of the parks. The employee is expected to use standard office equipment and common recreation equipment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or Fax to: (305) 474-1286**